

U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

OPEN TO: All Qualified Candidates

POSITION: Residence Manager

OPENING DATE: December 22, 2013

CLOSING DATE: January 2, 2014

WORK HOURS: 40 hours/week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Dhaka is seeking applications for the position of **Residence Manager** at the Ambassador's Official Residence in Dhaka, Bangladesh.

BASIC FUNCTION: The Residence Manager will oversee and direct the daily activities of Official Residence employees, to include chefs and bearers; establish and maintain a record of daily work schedules for each staff member; supervise and direct the activities of Residence Staff during official functions and assist them with their duties, as required. Also, occasionally provides work guidance to the gardeners.

MAJOR DUTIES AND RESPONSIBILITIES:

- Oversee and direct the daily activities of the Residence Staff, to include chefs and bearers. Establish and maintain a record of daily work schedules for each staff member. Coordinate activities with the Residence Chefs. Promote the professional development of all Official Residence staff members at the Chief of Mission's residence (CMR).
- Coordinate with the Mission Executive Office in the planning and execution of official events at the Residence.
- Supervise and direct the activities of Residence staff during official functions and assist them with their duties, as required.

- Maintain records of Official Residence expenditures and submit these records to the Embassy's Financial Management Section for reimbursements, as required.
- Establish and maintain an inventory of Residence household supplies and arrange with the Embassy's General Services Office for replenishment, as required.

QUALIFICATIONS REQUIRED:

- **Education:** Completion of Higher Secondary (H.S.C) is required.
- **Work Experience:** Minimum one year of demonstrated experience in hotel, restaurant, or executive household management.
- **Language Proficiency:** Ability to speak, understand, read and write English and Bangla fluently.
- **Knowledge:** Demonstrated knowledge and proficiency in matters of protocol, to include the handling of guests, preparing and serving drinks, planning seating arrangements, etc.
- **Skills and Abilities:**
 - Basic computer skills including knowledge of applications such as MS Word & MS Excel.
 - Demonstrated ability to work as a leader of a team and perform under pressure.
- **Residence and Work Permits:** Applicant must reside in Bangladesh and have all required work and/or residency permits.

TO APPLY:

Interested candidates are requested to submit the following:

“Application for Employment” form either By Hand with No Envelope.

Blank application forms are available at the Embassy of the United States, Dhaka, Bangladesh, at Gate-1 (Reception Booth) and in the Human Resources Office. Application forms may also be downloaded from the internet at <http://dhaka.usembassy.gov>.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America

Madani Avenue, Baridhara, Dhaka-1212

POINT OF CONTACT:

Nasrin Akter
Human Resources Assistant
Phone # 885-5500 X 2525

NOTES:

(1) This is not a U.S. Embassy position. The Residence Manager will be a contract employee of the U.S. Ambassador.

(2) Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the Residence unless the Ambassador determines that it is in the best interests of his official function.